

## Agenda

- Overview
- What's New!
- Roles and Responsibilities
- Test Security
- Accessibility
- Staff and Student Preparation
- Establishing a Testing Schedule
- Preparing the Test Environment
- Technology Overview
- Working in eDIRECT
- Test Administration
- After Testing
- Reporting



## **Overview** Forward Exam Background Key Dates • What's new for 2019 PUBLIC INSTRUCTION

## Forward Exam Background

The Forward Exam is a summative assessment designed to gauge how well students are doing in relation to the Wisconsin Academic Standards.

http://dpi.wi.gov/assessment/forward

The Wisconsin Academic Standards outline what students should know and be able to do in order to be college and career ready.

<a href="http://dpi.wi.gov/standards">http://dpi.wi.gov/standards</a>



## 2019 Key Dates

Event	Date
Accessibility Guide and Training available	October 1, 2018
eDIRECT Guide available	January 21, 2019
DAC Update Training- Recorded Presentation	January 28, 2019
NEW DAC Training- Recorded Presentation	January 28, 2019
Test Administrator Training- Recorded Presentation	February 4, 2019
Student Tutorials available	February 11, 2019
Administrator Tutorials available	February 11, 2019
Online Tools Training available	February 11, 2019
Optional Add Accessibility Features Window in eDIRECT	February 11 – 22, 2019
Assign Individual Student Designated Supports and Accommodations in eDIRECT	March 4, 2019
Access to eDIRECT Test Sessions and Individual Student Information	March 4, 2019
Forward Exam Testing Window	March 18 – May 3, 2019
User's Guide to Interpreting Results available	TBD
Individual Student Reports (ISRs) and Summary Data available in eDIRECT	TBD
Hard copies of Individual Student Reports (ISRs) sent to districts	TBD
Public Reports available in WISEdash	TBD

## What's New for 2019

- Updates to the Accessibility Guide
- Updated Tutorial Videos
- Test Administrator Training
- Consolidation of manuals/guides
- New Decision Tree (EL)
- Central Office Services (COS)
- Science
- New TDA Resources
- New TDA Layout and Tools in eDIRECT





# Poles & Responsibilities District and School Roles District Assessment Coordinator District Technology Coordinator School Assessment Coordinator School Technology Coordinator Test Administrator/Proctor

## **Roles and Responsibilities**

## **District Roles:**

- District Assessment Coordinator (DAC)
- District Technology Coordinator (DTC)

## School Roles:

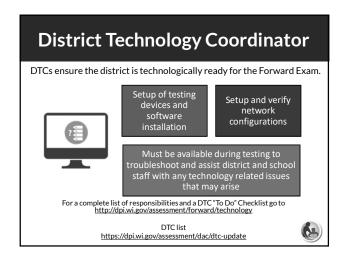
- School Assessment Coordinator (SAC)
- School Technology Coordinator (STC)
- Test Administrator/Proctor (eDIRECT account not required)

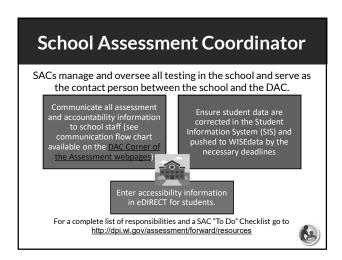
If your district or school does not have an assigned role, the duties fall to the role above it. For example:

- If a school does not have a STC, those duties fall to the DTC.
- If a district does not have a DTC, those duties fall to the DAC.
- If a district does not have SACs, those duties fall to the DAC.



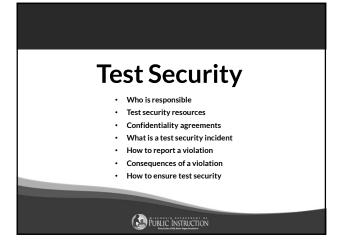
# District Assessment Coordinator DACs coordinate and oversee ALL testing in the district. Communicate all assessment and accountability information to district and school staff (see communication flow chart available on the DAC Corner of the Assessment webpages) Ensure student data are correct in the District/School Student Information System (SIS) and pushed to WISEdata by the necessary deadlines For a complete list of responsibilities and a DAC "To Do" Checklist go to http://doj.wi.gov/assessment/forward/resources

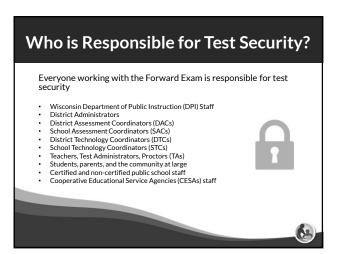


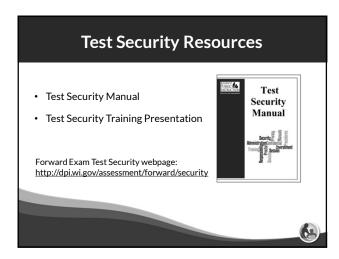


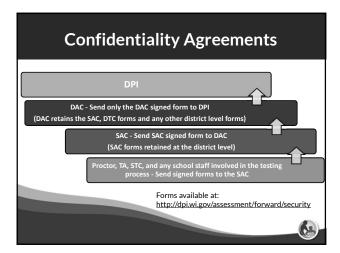


# Test Administrator (TA) / Proctor TAs must administer the Forward Exam in a uniform manner to ensure the integrity of the testing program. Read the Test Administration Manual Ensure students who have been assigned accessibility features have them prior to starting their exams Monitor students during testing to ensure the security and validity of the exam For a complete list of responsibilities and a TA "To Do" Checklist go to http://dpi.wi.gov/assessment/forward/resources

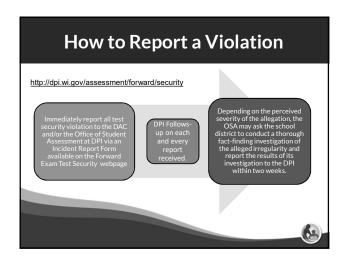


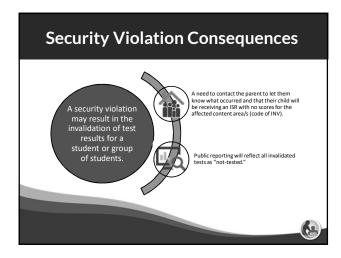






# What is a Test Security Incident? Test security incidents are behaviors prohibited before, during, and after test administration because they give a student an unfair advantage or because they compromise the secure administration of the assessment and items. Whether intentional or by accident, failure to comply with security rules, either by staff or students, constitutes a test security incident.





## **How to Ensure Test Security**

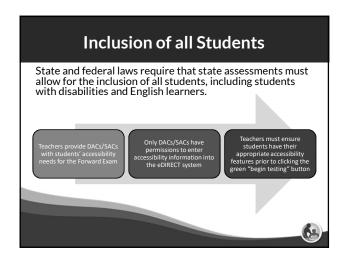
## Materials

- No one may review, discuss, or analyze test items
- Ensure unauthorized staff or adults are not present in the testing environment
- Keep test materials in a secure area when not in use
- Securely destroy test materials
- Ensure no photos/copies of items are taken (by staff or students) at any time for any reason

## Administration

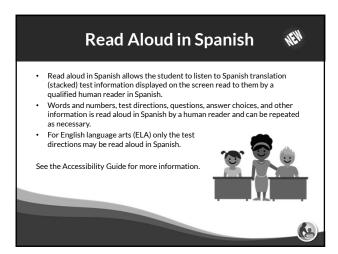
- Monitor students during testing to ensure they are on task and prohibited materials and devices are not in use
- Ensure use of designated supports and accommodations is appropriate
- Train staff on test administration, accessibility, and security policies and procedures
- Report all test security incidents

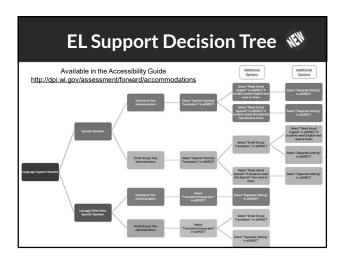
# Accessibility Inclusion of all students Accessibility resources Accessibility guide Read Aloud in Spanish Removal of TTS Accommodation TTS vs. Read Aloud and Designated support vs. Accommodation Instructions for use of accessibility features



# Accessibility Resources Accessibility Guide Accessibility Training Video Multiplication Table Read Aloud Guidelines Scribe Guidelines Translator / Interpreter Guidelines Word-to-Word Bilingual Dictionary Forward Exam Accommodations and Supports webpage: http://dpl.wi.gov/assessment/forward/accommodations

# The Accessibility Guide provides information for educators and related services personnel to use in selecting and administering universal tools, designated supports, and accommodations for students who need them. There have been a couple updates to the guide this year. Be sure to review the updated guide completely with staff. http://dpi.wi.gov/assessment/forward/accommodations





## Removal of the TTS Accommodation



The TTS accommodation has been removed from the allowable accommodations for the Forward Exam.

- This accommodation was only allowed for newly blind students, learning braille but were not yet proficient and had that need documented in an IEP/504 plan. It allowed this very small number of students to listen the computer read the ELA test information displayed on the screen, including test directions, questions, answer choices, and ELA reading passages.
- These same students will still be permitted to use the Read Aloud accommodation but the DAC must submit a request for Read Aloud accommodation form for approval by DPI prior to use.



## TTS vs. Read Aloud Designated Support vs. Accommodation

## TTS Designated Support



## Read Aloud Designated Support



## Read Aloud Accommodation



## should only be used by students who have difficulties with the computer voice such as students with autism, hearing difficulties, etc.

## Instructions for use of Embedded Accessibility Features

For instructions (short videos) about how to operate some embedded accommodations and supports see the administrator tutorials.

- TTS play, pause, replay with start points
- VSL play, pause, replay with start points
- · Stacked Translation
- Color / Contrast Choices and Masking Tool

Provide students with time to practice using these features in the Online Tools Training prior to testing.

http://dpi.wi.gov/assessment/forward/sample-items



## **Staff and Student Preparation**

- Resources and Trainings
- Test Administrator Training
- Administrator Tutorials
- Test Materials
- Student Preparation
- Student Tutorials
- · Online Training Tool
- Item Sampler
- What is a TDA?
- TDA Sampler
- Additional TDA Resources



## **Staff Preparation**

DACs/SACs are responsible for training all staff in the policies and procedures of:

- Test Administration
- Accessibility
- Test Security



## Required Resources/Trainings by Role

- DAC/SAC Training
- Test Administration Manual • Accessibility Guide
- Test Administrators
- Training Video
- Test Security Manual
- eDIRECT Guide
- DAC/SAC Checklists
- User's Guide to Interpreting Results

- DTC Technology
- Technology User
- Technology Readiness Resources

## Test Administrators/

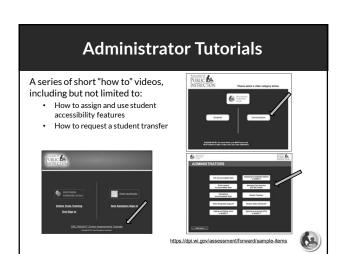
- Test Administration
- Manual • Test Administrators
- Training Video
- Test Security Manual
- Accessibility Guide
- Administrator Tutorials on how to use the embedded features

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## **Suggested Additional** Resources/Trainings DTCs/STCs Administrator • DTC Q&A Test Security Video Tutorials Webinars Accessibility Accessibility Training Video Technology Training Video Readiness • TDA Resources • Test Security Video Resources • User's Guide to • Forward Exam FAQ Interpreting • Prior to Testing Results Checklist

## Test Administrator Training: Recorded Presentation • Walk educators (TAs) through what they need to know to proctor a valid and reliable test. • They will learn what they need to do prior to testing for both themselves and their students. • TAs will also receive instruction for

administration.



## **Test Materials**

Ensure staff have all testing materials prior to testing, including:

- · Test tickets
- Do not disturb signs
- No unauthorized electronics signs
- Specialized equipment for accommodations and supports
- Printed accommodations if approved by DPI
- · Braille materials
- Headphones
- Keyboards
- Scratch paper
- Contact information for DAC/SAC and Technology staff

## **Student Preparation**

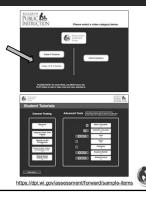
- Students may perform better and with less anxiety if they are familiar with the format of the test.
- Test preparation is only useful to the extent that it is also teaching content area knowledge and skills.
- It is very important to ensure that teachers are teaching to the curriculum and not to the test, as teaching to the test narrows the focus of instruction to only that content covered by the test.

## **Student Tutorials**

All students should have the opportunity to view the tutorials (preferably before working in the Online Tools Training).

Broken out by grade with targeted grade 3 videos available





## **Online Tools Training (OTT)**

- ALL students should have the opportunity to practice with the OTT.
- A hands-on preview of the item types included in the Forward Exam
- Available by content area and grade level (accessibility forms - translations, VSL, CC, TTS also available)
- Not scored
- Not for practicing content or to see how well students will perform on the Forward Exam





## **Item Samplers**

- The items illustrate a sample of the content and types of items that students will encounter on the Forward Exam.
- Each item identifies the alignment (standard measured), answer key, depth of knowledge, and annotations for each item.



 $Forward \, Exam \, Practice \, Test \, and \, Sample \, Items \, webpage: \\ \underline{http://dpi.wi.gov/assessment/forward/sample-items}$ 



## **OTT vs. Item Samplers?**

## **Item Samplers**

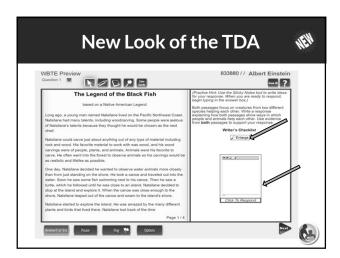
- Designed to familiarize students, teachers and other interested parties with the <u>kind of content</u> that is tested on the Forward Exam
- Includes a representative sample of items aligned to the Wisconsin Academic Standards

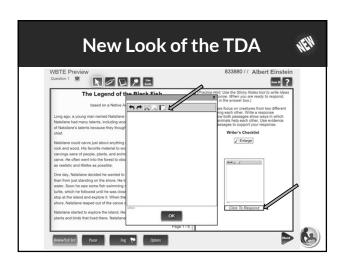
## Online Tools Training

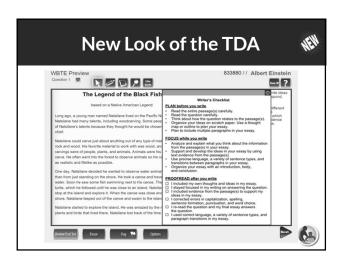
- Designed to familiarize students with the <u>tools</u>, <u>item types</u>, <u>embedded accessibility features</u>, and other <u>functionality</u> of the testing system as used for the Forward Exam.
- Includes examples of each item type

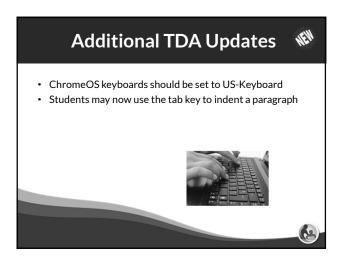


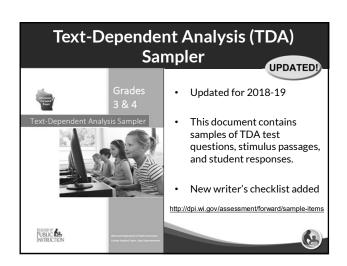
## Text-Dependent Analysis (TDA) ELA Session 1 - TDA Requires students to use their best writing skills to form an essay. Within the essay, the student must respond to a question (the TDA prompt) and support their answer (claims, opinions, ideas) using evidence from the passage(s) read. Allows students to demonstrate their ability to interpret the meaning behind the passage by writing an analysis and providing supporting evidence. Student responses are scored on both composition and conventions.





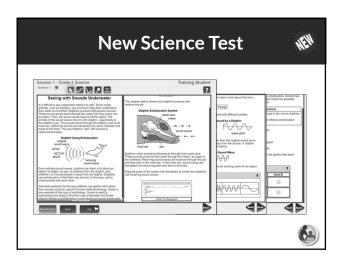


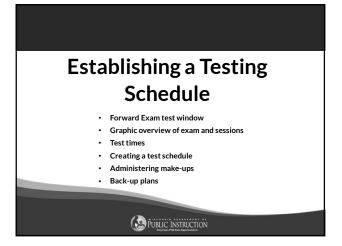




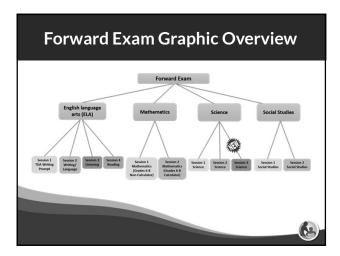
## Additional TDA Resources TDA Rubric How to Organize a TDA Response TDA Fact Sheet TDA FAQ Tips for Writing a TDA

• TDA Presentation for Educators





## **Forward Exam Test Window** March 18 - May 3, 2019 **ELA and Mathematics** Science 4 and 8 Social Studies 4, 8, and 10



## Suggested Testing Times **UPDATED**



The Forward Exam is an untimed test. The following are suggested testing times provided by DRC to be used as guidance to assist with scheduling the Forward Exam. It is important to remember that students may take more time or less time to complete the test based on effort and ability levels.

Forward Estimated Testing Times				
(in minutes)				
Grade Level	ELA	Mathematics	Science	Social Studies
3	130	90	NA	NA
4	130	90	120	70
5	130	90	NA	NA
6	130	105	NA	NA
7	130	105	NA	NA
8	130	115	120	70
10	NA	NA NA	NA	70

Sample test schedules and test blueprints are available at http://dpi.wi.gov/assessment/forward/resources



## **Creating a Test Schedule**

## Timing

- Do not wait until the last week or two of the window to schedule your testing for all of your students (this time should be used for make-ups, new students, technology issues, etc.)
- There are zero
   Extensions of the seven week window

## Back-up Pl

- It is strongly recommended that districts have a back-up plan for students and educators if a situation occurs.
- Removing students from a testing situation that is not functioning and returning them to their regular schedule is recommended to keep frustration levels low.
- Build days into your testing schedule for these situations

## Make-ups

- Every attempt should be made to administer make-up tests to students who miss one or more of the scheduled test sessions.
- This includes ensuring any student who moves into your district during the seven week window is tested.

## Technology Overview · edirect · insight · cos

## **eDIRECT**

## eDIRECT is the Forward Exam Portal

- Technical users download INSIGHT, COS, and other software/information from eDIRECT to set up their testing environment.
- Administrative users use eDIRECT to manage student information, test sessions, to help manage/monitor testing, and view reports of the results.



# Secure Web Browser used for Students taking the Forward Exam Must be installed on each testing device Includes a system readiness check Colon Socia Training Test Sea In Security State In Security

## Central Office Services (COS) First available for use with Forward in 2018 Central Office is made up of: 1. Central Office Services - Device Toolkit (COS-DTK) • Configuration User Interface replacing stand-alone Device Toolkit 2. Central Office Service Devices (COS) • Content Management Hosting Services that replaces TSM • Delivers test content to student testing devices • Usually installed on a central server or dedicated machine

## Retry Logic vs. TSM The original design of TSM response caching was to allow students to continue testing during a connectivity failure (where the failure is outside the school's network - Internet connection to DRC). Retry Logic (part of INSIGHT) - Designed for today's issues (internal network connectivity issues/WiFi); INSIGHT tries to immediately reconnect while the student is testing. The student's answers are saved to the INSIGHT browser until the response is successfully sent.

## **Extended Retry**



If there is a connectivity issue (usually on an internal network – WiFi these days)

- · Tries to immediately reconnect while the student is testing
- If unable to reconnect, this warning will pop-up on the student's screen, and INSIGHT will continue to try to reconnect for up to 5 minutes.
- You have two options: 1) let it try to reconnect, or 2) exit the test and have the student log in and resume testing later (or at a different station) where they





## Extended Retry (continued) 🐠



If you choose to wait and there is no reconnection within that 5 minutes you will receive an error message as shown below.

At this point you will need to click ok and the student will be able to log in at another time (or at a different station if it is not a school wide issue) to continue testing where they left off.





## Working In eDIRECT

- · Managing users
- Managing students
- Student Data File
- Adding accessibility features
- Student transfers
- Students new to Wisconsin public schools
- **Test Sessions**
- Test Tickets
- · Non-tested codes



## Managing Users in eDIRECT

- Each role is assigned a specific set of permissions
- Do not add to the preset set of permissions
- Role and Permission matrix is available in the eDIRECT Guide
- Only one DAC is permitted per district
  Only 1-2 assistant to the DAC permitted if needed per district.
- Only DACs, Assistant to DACs, and SACs have permissions to add accessibility features.

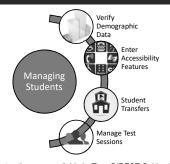
- Each role is given a set of permissions for security purposes
   Each role has a different level of access to student level data for security
- purposes
  It is essential you assign
  the correct staff person
  and their role to the
  correct permissions (see
  matrix in eDIRECT guide)

- DACs add district-level users and SACs to eDIRECT
- SACs add school-level users to eDIRECT
- If there is not SAC the DAC (or Assistant to DAC) is responsible for adding all users.
- DACs were given 2019 access to eDIRECT in early November

Step-by-step instructions are available in The eDIRECT Guide at https://dpi.wi.gov/assessment/forward/resources



## Managing Students in eDIRECT



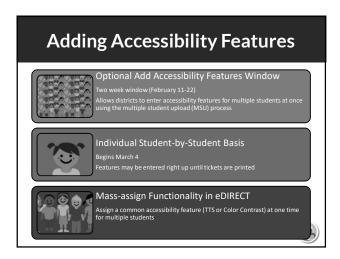
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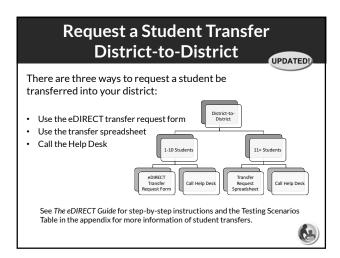


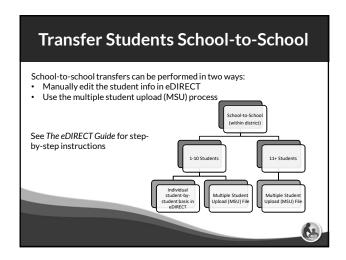
## **Student Data File**

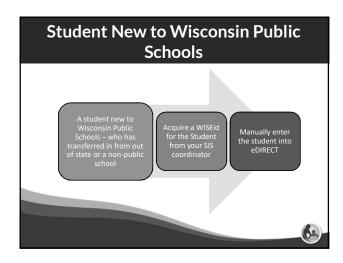
- School districts should make sure that their local student information system (SIS) is up-to-date and that data from their SIS are being regularly "pushed" to WISEdata.
- DPI pulled roster data from WISEdata January 23, 2019 to upload into eDIRECT

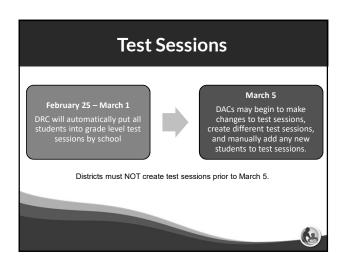


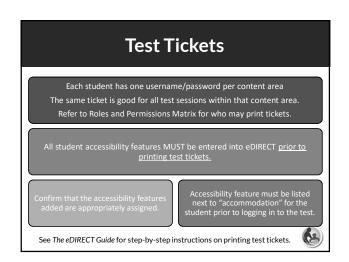




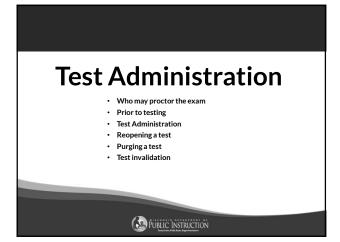




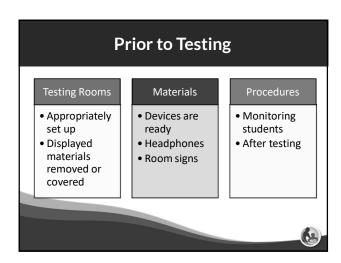


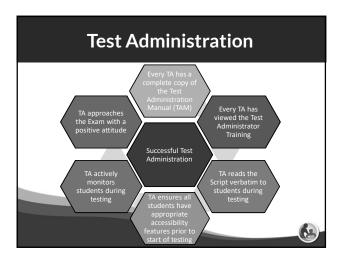


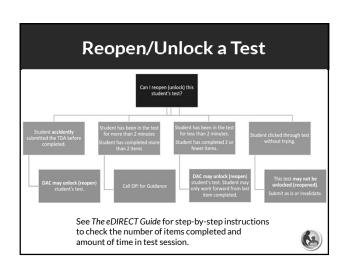
# Participation Is a requirement for students in tested grades • All students in grades 3-8 and 10 need to participate in appropriate content area exams (Forward or DLM) • Students that are not able to be tested must have a NTC entered in eDIRECT Information in The eDIRECT Guide and TAM • List of NTCs, their description, and information about appropriate use of each • Students must be in a session to apply or view NTC • Step-by-step instructions for apply NTCs DLM Do not delete these students from eDIRECT • Student taking the DLM test must have a NTC code of "ALT" entered in eDIRECT. • If a student taking DLM is opted out by a parent the NTC code of "PAR" is entered into eDIRECT instead of "ALT"



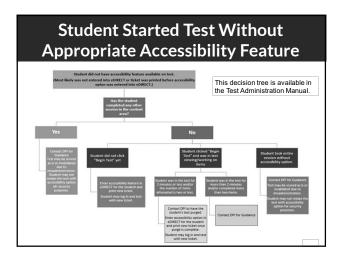
# Who May Proctor the Exam? Test Administrators/Proctors (TAs) are trained staff who are employed by the school or district. This includes: • Teachers • Administrators • Paraprofessionals • Student teachers (whose regular responsibilities include supervising students) Parent volunteers are not allowed to proctor the exam. School personnel who are parents or guardians must not be allowed to proctor their own children.

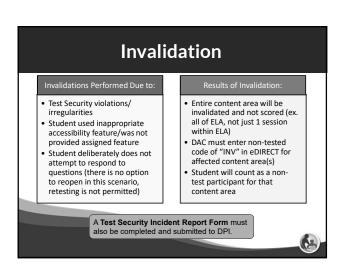






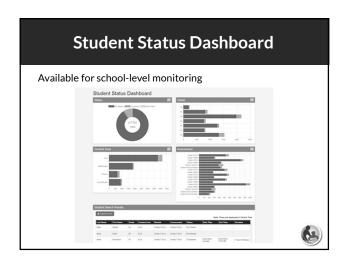
## Purging a Test The DAC must contact DPI about a purge. • Only DPI can give approval to DRC to purge a student test. Purging the test deletes all previous responses (in all sessions of that content area) and assigns a new password. If a student started a test without the proper accessibility feature, possible options may include: · Invalidate - due to misadministration A test may only be purged if a • Score as is student has completed • Purge two or fewer items in only one session of a content area and the duration of the test is two minutes or less.





# After Testing But... before the end of the testing window • Ensure testing is complete, data is accurate • Student Status Dashboard • Destroy secure testing materials • End of test survey





## **Destroy / Return Test Materials**

The Test Administration Manual provides information on returning or destroying secure test materials.

- Braille (after transcribed) return to DRC
- Print On Demand and Listening Scripts securely destroy and complete a confirmation of destruction to send to OSA.
- Test Tickets and scratch paper securely destroy



## **End of Testing Survey**



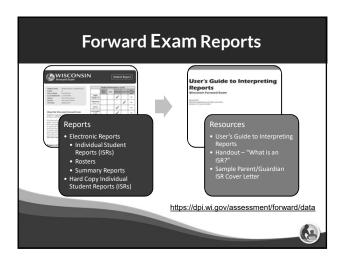
- DPI looks at all of the surveys and reads each and every comment!
- We appreciate your comments/feedback and make changes where able.
- Survey open March 25-May 25
- Should be completed as soon as you finish testing
- All staff involved in testing should complete survey (TAs, DACs, SACs, DTC, STCs)
- Link to survey will be in the DAC Digest (be sure to send link to all staff)



## Reporting

- Forward exam reports
- · School and district summary results
- Data embargo
- Communicating data and results







# Every year test results are under embargo until the DPI press release. Under the embargo districts/schools cannot share any summary data with the public. This includes school boards. ISRs, however, should be sent to parents/guardians as soon as possible and are not a part of the embargo. DPI will notify districts when the embargo may be lifted.

## DACs/SACs are responsible for ensuring all staff know how to read and understand the data and results for the Forward Exam at the level they have access. Make sure staff know: About the User's Guide to Interpreting Reports and where to access it. The information on the ISR ties back to the standards documents so they are more informed when speaking to parents.

## Wisconsin Forward Help Desk 800-459-6530 WIHelpDesk@datarecognitioncorp.com

## **DPI Contact Information** Alison O'Hara Phil Cranley Forward Exam Program Manager Data, Student Demographics, and Privacy Issues alison.ohara@dpi.wi.gov 608-266-5182 philip.cranley@dpi.wi.gov 608-266-9798 Jennifer Teasdale Duane Dorn Test Security and Choice students duane.dorn@dpi.wi.gov 608-267-1069 Forward Exam **Education Program Specialist** jennifer.teasdale@dpi.wi.gov 608-266-5193 If you are not receiving the assistance you need from the helpdesk - please contact DPI -(Alison or Jennifer) so we may help get your situation resolved.



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